



Chesterfield County Planning Department  
P.O. Box 40 Chesterfield, Virginia 23832  
<http://www.chesterfield.gov/plan>  
(804) 748-1050 (804) 717-6295 (fax)

PERMIT # \_\_\_\_\_

Remaining banner days \_\_\_\_\_  
*office use only*

**TEMPORARY SIGN BANNER APPLICATION FORM**  
(PLEASE TYPE or PRINT)

Applicant Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Business Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip Code

Is the business located within a project (center with 3 or more businesses)? YES NO

Parcel TAX ID Number \_\_\_\_\_

Banner dimensions: \_\_\_\_\_

Date banner is to be installed: \_\_\_\_\_

Date banner is to be removed: \_\_\_\_\_  
(must be written on banner)

Building Mounted Freestanding

Banner message: \_\_\_\_\_

**Sign Banner Type** (check one)

Standard (30 day display permitted: 60 days  
per year maximum)

Grand Opening (30 day display permitted:  
only if principal permanent sign is not installed)

Village Event (30 day display permitted)

Nonprofit (Special conditions may apply)

**NOTE:** All freestanding banners must be located behind the road right-of-way, at least 20 feet from the adjacent road pavement, and may not be mounted on trees, shrubs, utility poles, or traffic signs. Banners must not be installed in a location which obstructs the sight distance of motorists or creates obstacles for pedestrians. Provide a sketch on the reverse side showing the proposed banner location on the site. **IMPORTANT:** Keep a signed, approved copy of this form at the banner location. **The permit number must be written on banner.**

County Approval Date

Applicant Signature Date

Special Conditions or Comments: \_\_\_\_\_